



**CHESTERFIELD COUNTY  
PURCHASING DEPARTMENT  
CHESTERFIELD, VIRGINIA  
Invitation for Bids**



**IFB Number:** ..... **16-1529**

**Title:** ..... Irrigation System Maintenance and Repair Services

**Issue Date:** ..... August 12, 2016

**Sealed Bids Due and Opening:** ..... September 1, 2016, 2:30 P.M.

**Bid Opening Location:** ..... Chesterfield County Purchasing Department  
9901 Lori Road  
Lane B. Ramsey Building, 3<sup>rd</sup> Floor, Room 303  
Chesterfield, VA 23832

**Inquiries:** Questions which may arise as a result of this solicitation may be addressed to Stacy L. Seay, Senior Contract Officer, at (804) 748-1837, or by email to [purchasing@chesterfield.gov](mailto:purchasing@chesterfield.gov). Inquiries must be received at least seven (7) business days prior to the due date in order to be considered. Contact initiated by a bidder concerning this solicitation with any other County representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the bidder from this transaction.

**All prices shall be F.O.B. Destination:** Various Chesterfield County locations.  
Freight, delivery costs, and incidental charges shall be included.

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My signature below certifies that:

- I agree to abide by all conditions of this bid and that I am authorized to sign this bid;
  - the accompanying bid is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under § 18.2-498.1, et. seq. of the *Code of Virginia*. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards;
  - that the accompanying bid is in compliance with applicable provisions of the State and Local Government Conflict of Interests Act (§ 2.2-3100, et. seq. of the *Code of Virginia*). Specifically, without limitation, no County/School Board employee or a member of the employee's immediate family shall have a proscribed personal interest in a contract; and
  - that the accompanying bid is in accordance with applicable provisions of the Virginia Public Procurement Act, Art. 6 Ethics in Public Contracting (§ 2.2-4367, et. seq. of the *Code of Virginia*), and any other applicable law as set forth therein.
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In compliance with this Invitation for Bids and to all conditions imposed therein the undersigned offers and agrees to furnish the goods/services in accordance with this signed bid.

**Complete Legal Name of Firm:** \_\_\_\_\_

**Order From Address:** \_\_\_\_\_

**Remit To Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name (type/print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Fed ID No.:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_

**This page must be returned with the Bid Form.**

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## **I. PURPOSE**

The purpose of this Invitation for Bids (IFB) is to establish a requirements contract for irrigation system maintenance and repair services. Services shall be provided to Chesterfield County and Chesterfield County Public Schools (herein referred to as “the County”).

## **II. BACKGROUND**

The County’s irrigation systems for the sites included in this IFB are: Toro, Hunter and Check-O-Matic. Systems are operated by Monitor II, Sentinel, Custom Command, I Core Controller or Irritrol Controllers.

## **III. SCOPE OF WORK/SPECIFICATIONS**

- A. The Contractor shall provide all labor, parts, materials and equipment necessary to maintain the irrigation systems and related equipment in good operating condition. Furnish remedial and preventive maintenance and be responsive to repair needs of the County.
- B. The Contractor shall provide start up and back flow testing services in the Spring and shut down/winterizing services in the Fall, for each irrigation system.
  1. Spring Start Up:
    - a. All lawn irrigation systems covered under this contract shall be charged and all line, zones and heads shall be inspected, set, activated and the complete system checked for standard operations. Turn on shall include installation of new batteries in the controllers.
    - b. Each sprinkler head shall be checked for proper coverage and adjusted as necessary.
    - c. All controllers shall be checked for proper operation and set to the “off” position. The County will be responsible for setting watering times.
    - d. System activation shall begin the first week in April each year, and conclude no later than May 1st. Due to fluctuation in weather conditions during this time of year, activation dates are subject to adjustment by the County.
    - e. Each division manager will provide a priority location list to the Contractor at least three weeks prior to Spring start up maintenance.
  2. Back Flow Testing:
    - a. Back flow prevention assemblies and devices (in-ground and above-ground irrigation) shall be tested during the Spring start up period. Testing shall be performed in accordance with Chesterfield County Cross Connection Control and Back Flow Program (<http://www.chesterfield.gov/Utilities.aspx?id=2749>). Questions about this program should be directed to: 804-748-1356 and the Professional Qualification Standard for Backflow Prevention Assembly Testers, Repairers and Surveyors, Series 5000-2004, American Society of Sanitary

Engineering (ASSE).

- b. The Contractor's employee performing the testing shall be certified through the Virginia Department of Professional and Occupational Regulation (DPOR) as a Back Flow Prevention Device Worker.
  - c. Any minor repairs necessary as a result of a failed back flow test shall be reported to the appropriate division manager. Repairs shall be made, if possible, during the testing visit. Minor repairs are defined as replacement of springs, plastic parts and/or seals in the backflow device.
  - d. If major repairs (i.e. broken main pipes) or complete back flow replacement is necessary, the Contractor shall contact the division manager for further instructions.
  - e. The County will provide copies of the Back Flow Prevention Assembly Test Report and test tags. The Contractor shall attach test tags to the back flow device. All test reports shall be submitted to the County within five working days after test completion.
3. Fall Shut Down:
  - a. All lawn irrigation systems covered under this contract shall be turned off, and all phases purged of water to prevent freezing.
  - b. All water devices feeding the irrigation systems shall be shut off.
  - c. All lines shall be individually purged with a minimum 185 CFM compressor, and air pressure between 50 and 60 p.s.i. The method used shall develop a fine mist spray prior to moving to the next zone. All drain plugs shall be removed from pumps and housings.
  - d. All time clocks shall be disconnected and batteries removed.
  - e. The process outlined in items a. – d. above shall be repeated for each zone, at least one hour after the initial process, to ensure that water settling in any lines is purged.
  - f. Fall shut down shall be performed the last two weeks in October, unless otherwise specified by the County.
4. The County will be responsible for the adjustment of timers and heights of spray heads between the Spring start up and Fall shut down period.
5. Any repairs required during start up/shut down activities shall be repaired by the Contractor on a time and materials basis. Written authorization by the County is required prior to commencement of repair work.
6. The Contractor shall be responsible for all damages to the irrigation systems resulting from improper or faulty start up/shut down activities performed by them (i.e. winterization not completed prior to freeze or breaks discovered to system during Spring start up, etc.).

- C. The Contractor shall maintain an ample supply of spare parts to ensure expedient repairs. All parts installed shall be the same brand as the irrigation system being repaired (i.e. Toro parts for Toro system). All parts removed for replacement shall become the property of the County.
- D. Repairs outside the scope of routine maintenance and/or updates/replacements to existing system components shall be provided on a time and materials basis.
  - 1. The Contractor shall provide an itemized written cost estimate indicating the number of hours necessary to perform the work in accordance with the contract rates. Repair parts and equipment shall be provided at the Contractor's actual cost, with documentation submitted with the invoice for payment. Mark ups are not permissible.
  - 2. A work crew shall consist of one supervisor, one technician and one helper unless otherwise instructed by the end user. Additional workers must be approved by the County prior to commencement of work.
  - 3. Written authorization by the County is required prior to commencement of any repairs or updates to equipment.
- E. Most work required will be routine work; however, emergency situations may occur. The Contractor shall be available 24 hours per day, 7 days per week, 365 days per year to respond to emergency calls for service.
  - 1. Delivery of Services – Routine Requests:
    - a. The Contractor shall be required to respond and schedule routine requests for service within 48 hours of receipt of the request. Routine work shall be performed between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday, except on holidays observed by the County, unless otherwise approved by the County.
    - b. Once the Contractor's estimate has been accepted by the County, the Contractor shall complete routine work within five business days after a purchase order number has been assigned by the County, unless a different time is specified by the County.
  - 2. Delivery of Services – Emergency Requests:
    - a. Upon receipt of an emergency request for services, the Contractor shall be required to have a work crew on site within two (2) hours of receipt of the emergency request.
    - b. Emergency work shall be completed within 24 hours after a purchase order number has been assigned by the County, unless a different time is specified by the County.
- F. Work Authorization:
  - 1. No work shall be performed under this contract unless authorized by issuance of a County purchase order, or verbal request from the County containing a purchase order number.
  - 2. Any work performed by the Contractor without a purchase order number shall be considered as unauthorized work at the Contractor's expense.

G. Bid Pricing:

1. All pricing shall be inclusive of mobilization, transportation of equipment, overhead, profit, estimates, administrative costs, insurance, truck mileage, travel time, union pension fund, worker's compensation and all other costs associated with providing the required services. **NO ADDITIONAL COSTS WILL BE ALLOWED.**
2. Bidders shall provide a firm, fixed price for Spring start up, back flow testing and Fall shut down for each location as indicated on the BID FORM.
3. For work performed on a time and materials basis, billing time shall begin when the Contractor arrives on site to begin work. Billing time shall stop when the Contractor leaves the job site. Travel time will **NOT** be allowed.

H. Contractor Responsibilities:

1. The Contractor shall have sufficient resources to work at multiple sites simultaneously.
2. The Contractor's employees performing work under the resultant contract shall be licensed, as applicable.
3. The Contractor shall provide trained and qualified on-site supervision for each working crew at all times while working on County property. Documentation of training shall be maintained by the Contractor, and provided to the County upon request. Supervisory personnel shall be able to converse in the English language, and act upon directives communicated by designated County staff. The County designee will be identified prior to commencement of work.
4. The Contractor shall be responsible for locating all underground structures such as water, oil and gas mains, water and gas services, storm and sanitary sewers and telephone and electric conduits which may be encountered during performance of the work. The cost of determining the location of any and all utilities shall be included in the Bid pricing.
5. Account Management: The Contractor shall provide a primary and secondary contact to coordinate delivery of services, provide billing assistance and perform quality assurance inspections of the work provided.

I. Locations:

1. A schedule of Park and School locations is included in ATTACHMENT B, and provides information about the number of systems, zones, sprinkler heads, back flow prevention devices and other relevant information.
2. A schedule of Building and Grounds and Sheriff's facility locations is included in ATTACHMENT C, and provides information about the number of systems, zones, sprinkler heads, back flow prevention devices and other relevant information.
3. The County reserves the right to add/delete locations as necessary. Pricing for additions will be negotiated at a fair and reasonable price agreeable to both parties.

- J. **Environmental:** Impacts resulting from this procurement include, but are not limited to:
1. Land Disturbance: trenching, grading and excavation.
  2. Other Safety:
    - a. Personal Protection Equipment
    - b. Fall protection
    - c. Power Tools, work zone/flagging

## IV. **INSTRUCTIONS**

### A. **Submission and Receipt of Bids**

1. Sealed bids shall be received in the Chesterfield County Purchasing Department, 9901 Lori Road, Lane B. Ramsey Building, 3<sup>rd</sup> Floor, Room 303, P.O. Box 51, Chesterfield, Virginia, 23832 until, but no later than the specified time and date of opening as designated in the invitation, and then publicly opened and read aloud. Bids shall be submitted in a sealed envelope with the IFB number and due date and time written on the outside of the envelope. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bidders are responsible for ensuring that their bids are stamped by Purchasing Department personnel before the deadline. Late bids shall be rejected.
2. Bids or changes to a bid response shall not be accepted via fax or E-mail.
3. In the event that Chesterfield County government offices are not operating under normal staffing levels or if the location for bid submission, bid opening or a pre-bid conference is inaccessible due to inclement weather or other emergency situations at the published time, the bid submission, bid opening or pre-bid conference will default to the next regular business day at the same time.
4. All bids shall be signed in the space provided for a signature on the cover sheet and returned. If the bidder is a partnership or corporation, the bidder shall show the title of the individual signing the bid, and if the individual is not the president or vice president of the partnership or corporation, if requested, the bidder shall submit proof that the individual has the authority to bind the partnership or corporation.
5. Bids concerning separate bid invitations are not to be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision may not be considered.
6. Unless otherwise specified, bidders are to complete and return the Bid Form furnished by the County.
7. No bid shall be altered or amended after the specified time for opening.
8. If you are an individual with a disability and require a reasonable accommodation in order to participate in this procurement, please notify the Purchasing Department at (804)748-1617 as soon as possible.

9. For information pertaining to the bid tabulation, decision to award and/or award on this procurement transaction, bidders may access public notification electronically at: [www.chesterfield.gov/purchasing](http://www.chesterfield.gov/purchasing).

- B. Amendments or Requests to Withdraw Bids by a Bidder Prior to Bid Opening:** A bidder may amend and/or withdraw their bid before the due date and time designated for receipt of bids. All requests from a bidder to return their bid shall be in writing, addressed to the Purchasing Department, and signed by a person authorized to represent the person or firm that submitted the bid. The bidder may be contacted by telephone to verify the authorization of the return request and the signature involved if there is doubt as to the document's authenticity. All amendments to the bid are to be initialed by an individual authorized to represent the bidder.
- C. Site Visits – Non-Mandatory:** Bidders submitting bids who wish to make site visits in conjunction with this solicitation are asked to schedule the site visit by contacting: Jim Perdue, Parks and School facilities at 804-751-4481 or Stacey Arnold, Building & Grounds and Sherriff's facilities at 804-318-8608.

## **V. TERMS AND CONDITIONS**

The following terms and conditions are applicable to, and incorporated by reference in, any governmental procurement from a nongovernmental source conducted by the Chesterfield County Purchasing Department (or pursuant to delegated purchasing authority) on behalf of all Chesterfield County public bodies, as public bodies are defined in *Code of Virginia* Section 2.2-4301, as amended, including any agencies, boards, authorities, schools, or other entities for which the Chesterfield County Purchasing Department acts as purchasing agent. The term "County" as used in any general or special terms and conditions includes the applicable entity or entities listed above as the context may require.

### **A. GENERAL TERMS AND CONDITIONS**

1. **Addenda:** Any changes or supplemental instructions to this solicitation shall be in the form of written addenda. All addenda are downloadable from the Purchasing Department web site at: [www.chesterfield.gov/purchasing](http://www.chesterfield.gov/purchasing). Each bidder is responsible for obtaining all addenda posted at the Purchasing Department website or by calling (804) 748-1617. Acknowledgement of receipt of all addenda shall be in the space provided within the solicitation or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda issued shall become part of the solicitation and all resulting contract documents.
2. **Appropriation of Funds:** The continuation of the terms, conditions, and provisions of a resulting contract beyond June 30 of any year, the end of the County's fiscal year, are subject to approval and ratification by the Chesterfield County Board of Supervisors and appropriation by them of the necessary money to fund said contract for each succeeding year. In the event of non-appropriation of funds, the contract shall be automatically terminated with no recourse for the Contractor.



3. **Assignment of Contract:** The County and Contractor bind themselves and any successors and assigns to the contract. The employees of the Contractor will perform the work necessary to fulfill the contract. The Contractor shall not assign, sublet, subcontract or transfer any of its interest in the contract without written consent of the County. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the County and Contractor.
4. **Audit of Vendor Records:** Contractor shall maintain full and accurate records with respect to all matters covered under the contract including, without limitation, accounting records, written policies and procedures, time records, telephone records, reproduction cost records, travel and living expense records and any other supporting evidence necessary to substantiate charges and compliance related to the contract. Contractor's records shall be open to inspection and subject to audit and/or reproduction, during normal working hours by the County and its employees, agents or authorized representatives to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by Contractor pursuant to this contract. Such records subject to examination shall also include, without limitation, those allocations as they may apply to costs associated with the contract. The County shall have access to such records from the effective date of the contract, for the duration of the contract, and until two (2) years after the date of final payment by the County to the Contractor pursuant to this contract. The County's employees, agents or authorized representatives shall have access to the Contractor's facilities, shall have access to all necessary records, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this paragraph.
5. **Change Orders:** Change orders must be approved by the County prior to work being performed.
6. **Commitment to Diversity and Chesterfield Businesses:**
  - a. Chesterfield County is a growing progressive community consisting of an increasingly diverse population. This diversity provides for a dynamic and robust community that promotes growth. Chesterfield County believes that all of its citizens should benefit from this economic growth without regard to race, color, religion or economic status. The County is committed to increasing the opportunities for participation of minority-owned businesses, women-owned businesses, and businesses located in Chesterfield County to ensure diversity in its procurement and contract activities. These businesses are encouraged to respond to all solicitations. In addition, the County strongly encourages each Contractor and/or supplier with which the County contracts to actively solicit minority-owned businesses, women-owned businesses, and businesses located in the County as subcontractors/suppliers for their projects. Upon award/completion of work, the County will require the Contractor to furnish data regarding subcontractor/supplier activity with minority-owned businesses, women-owned businesses, and businesses located in Chesterfield County on a Certification of Subcontractor/Supplier Activity form. The form will be provided to the Contractor by the Purchasing Department. This information will enable

the County to document the dollar level of activity and measure the success of its purchasing and contracting efforts in this endeavor.

b. Definitions:

- i. Chesterfield Business (CB) - any private business enterprise, located within the jurisdictional boundaries of Chesterfield County.
- ii. Minority-Owned Business (MOB) – a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority. (*Code of Virginia*, Section 2.2-4310, as amended)
- iii. Service Disabled Veteran-Owned Business (SDVOB) – a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans. (*Code of Virginia*, Section 2.2-4310, as amended)
- iv. Small Business (SB) – a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. (*Code of Virginia*, Section 2.2-4310, as amended)
- v. Women-Owned Business (WOB) - a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. (*Code of Virginia*, Section 2.2-4310, as amended)

c. This provision only applies to contracts valued in excess of \$10,000.

If the contractor intends to subcontract work as part of its performance under this contract, the contractor shall include in the proposal a plan to subcontract to small, women-owned, minority-owned, and service disabled veteran-owned businesses. (*Code of Virginia*, Section 2.2-4310, as amended)

7. **Contract Execution:** Though the term “County” is defined herein to include distinct entities, the contract shall be entered into by, and in the name of, the specific entity receiving the benefit of the goods and services.
8. **Contractor Background Checks:** In order to preserve the integrity and security of County government operations, contract workers may be required to undergo a criminal background check conducted by Chesterfield County. The County will conduct these checks for any worker it believes will have unsupervised access to County designated Security Sensitive areas. Contract workers providing goods, services or construction in these designated areas are required to confine themselves to the area of the work. Based on the results of the background check, the contract worker may be disqualified from providing work/services for Chesterfield County.
9. **Contractor’s Authorization To Transact Business:** In accordance with *Code of Virginia*, Section 2.2-4311.2, as amended, any bidder organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law. Any bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia* shall include in its bid the identification number issued to it by the State Corporation Commission. Any bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, or as otherwise required by law, shall include in its bid a statement describing why the bidder is not required to be so authorized. This information shall be provided on Attachment A titled “Virginia State Corporation Commission (SCC) Registration Information”. Failure to provide the required information may result in the rejection of the bid. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth of Virginia, if so required under Title 13.1 or Title 50 of the *Code of Virginia*, to be revoked or cancelled at any time during the term of the contract. The County may void any contract with a Contractor if the Contractor fails to remain in compliance with the provisions of this section. SEE ATTACHMENT A.
10. **Copyrights or Patent Rights:** The bidder certifies by submission of a bid that there has been no violation of copyrights or patent rights in manufacturing, producing, or selling the product or services shipped or ordered as a result of this solicitation. The Contractor shall, at his own expense, defend any and all actions or suits charging such infringement, and will save Chesterfield County, its officers, employees, and agents harmless from any and all liability, loss, or expense incurred by any such violation, or alleged violation.

11. **Default:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County may, without prejudice to any other right or remedy, and after giving the Contractor seven (7) calendar days written notice, terminate the employment of the Contractor and procure such goods or services from other sources. In such event, the Contractor shall be liable to the County for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have.

12. **Drug Free Workplace:** (*Code of Virginia*, Section 2.2-4312, as amended) This provision only applies to contracts valued in excess of \$10,000.

- a. During the performance of this contract, the Contractor agrees to
  - i. provide a drug-free workplace for the Contractor's employees;
  - ii. post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
  - iii. state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and
  - iv. include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- b. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

13. **Employment Discrimination:** (*Code of Virginia*, Section 2.2-4311, as amended) This provision only applies to contracts valued in excess of \$10,000.

- a. During the performance of the contract, the Contractor agrees as follows:
  - i. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- ii. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
    - iii. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - b. The Contractor shall include the provisions of the foregoing paragraphs i., ii., and iii. in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
14. **Environmental Management Procedures:** The Contractor shall follow all federal, state and local environmental and safety laws and regulations. Chesterfield County's General Services - Environmental Division maintains an Environmental Management System (EMS) that is fully compliant with the ISO 14001 standard. The Bidder shall review and comply with the Contractor Environmental Guidelines (ENVMGT.FORM.0011) and Environmental Policy accessible at [www.chesterfield.gov/purchasing](http://www.chesterfield.gov/purchasing). The Contractor shall work with the county Project Manager to manage and control those activities that may cause a significant environmental impact or safety hazard. Bid pricing shall include all costs associated with controls, permits and training to ensure regulatory compliance and to protect human health and the environment.
15. **ePayables:** Chesterfield County recognizes the importance of timely payments to our vendors. Therefore, we offer our vendors the opportunity to enroll in our ePayables program. This program allows us to make card payments to our vendors and features an online portal to facilitate payments as well as reduce payment processing times. Our ePayables program is mutually beneficial and is our preferred method of payment. If you choose not to enroll in this program, payments will be made by check and mailed through the postal service which could impact how quickly you receive payments. No action is required for vendors already enrolled in the program. Please contact the Accounting Department at (804) 748-1673 with questions.
16. **Faith-Based Organizations:** (*Code of Virginia*, Section 2.2-4343.1, as amended) Chesterfield County does not discriminate against faith-based organizations.
17. **Finance/Interest Charges:** Finance and/or interest charges imposed by the Contractor on any invoice shall not be paid by the County.
18. **Governing Law:** Contracts shall be governed by the provisions hereof and by the laws of the Commonwealth of Virginia, excepting the law governing conflicts of laws. Disputes arising out of this contract shall be resolved in the Courts of the Commonwealth of Virginia, in and for Chesterfield County.
19. **Illegal Aliens:** (*Code of Virginia*, Section 2.2-4311.1, as amended) The Contractor agrees that he does not, and shall not, during the performance of the contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

20. **Indemnification:** The Contractor shall hold harmless and indemnify the County, its officers, officials, employees and agents against any and all injury, loss or damage arising out of the Contractor's negligent or intentionally wrongful acts or omissions.
21. **Invoices:** Invoices for goods and services ordered and delivered shall be submitted by the Contractor to the remittance address shown on the purchase order. All invoices shall show the purchase order number, description of the goods and services, stock number and contract price as applicable. The County's obligation to pay amounts due under the contract shall be contingent upon receipt of invoices in sufficient detail to permit identification of the goods and services.

## 22. Mistakes in Bids

### a. Mistakes discovered following bid opening but prior to award:

- i. If there is a significant and obvious disparity between the prices of the lowest apparent responsive bidder and other bidders, the low bidder may be contacted by the purchasing authority to confirm the bid price. This does not relieve a bidder from the responsibility for the submission of a correct bid. If the bidder then alleges a mistake in the bid and can provide clear and convincing evidence that supports the existence of a clerical error to the satisfaction of the purchasing authority, the bid may be withdrawn in accordance with the withdrawal procedure provided herein.
- ii. Prices shall be stated in units of quantity and/or work as specified in the Pricing Schedule. In the event of a discrepancy in calculating price extensions (an error in the multiplication of units of quantity and/or work and the unit price), the unit price shall govern and the discrepancy will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum of the column will be resolved in favor of the correct sum total. The County reserves the right to audit price extensions and/or totals, and may use corrected price extensions and/or totals after such audit to determine the apparent low bidder. The County is not responsible for a bidder's clerical or mathematical errors. The County further reserves the right to reject any bid in whole or in part, delete items before making an award, or waive any informality, in accordance with the Virginia Public Procurement Act.

### b. Mistakes discovered after award: Bids containing mistakes by bidders shall not be withdrawn after award of a contract or issuance of a purchase order.

23. **Modification of the Contract:** The contract shall not be amended, modified, or otherwise changed except by the written consent of the Contractor and the County given in the same manner and form as the original signing of the contract.

24. **Negotiation:** In accordance with 2-47 of the County Code, if the bid from the lowest responsible bidder exceeds available funds, the county may negotiate with the apparent low bidder to obtain a contract price within available funds. Such negotiation may include, but is not necessarily limited to, adjustment of the bid price and changes in the bid scope or requirements in order to bring the bid within the amount of available funds. Negotiation shall be conducted by the purchasing director, or his designee, with assistance from the user department.
25. **Online Terms of Service:** The bidder shall submit Terms of Service with the bid for any online activity (i.e., hosted, online, portal, website, support site, etc.) that are required to use or support the product or service being provided.
26. **Payment:** If the Contractor performs all of the obligations of the contract to the satisfaction of the County, the County shall pay the Contractor for the performance of the work in the manner and within the time specified in the contract documents, which shall be consistent with the provisions of *Code of Virginia* Sections 2.2-4352 and 2.2-4354, as amended. Furthermore, the Contractor shall, within seven days after receipt of payment by the County, take the following actions:
- a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or
  - b. Notify the County and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
27. **Precedence of Terms:** All Special Conditions contained in this solicitation that may be in variance or conflict with these General Terms and Conditions shall have precedence over these General Terms and Conditions. If no changes or deletions to General Terms and Conditions are made in the Special Conditions, then the General Terms and Conditions shall prevail in their entirety.
28. **Preferences:**
- a. In accordance with *Code of Virginia*, Section 2.2-4324 (B), as amended, whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to responsive and responsible bidders who are residents of Virginia. If the lowest bidder is a resident contractor of a state with an absolute preference, the bid shall not be considered. The Commonwealth's Department of General Services shall post and maintain an updated list on its website of all states with an absolute preference for their resident contractors and those states that allow their resident contractors a percentage preference, including the respective percentage amounts. For purposes of compliance with this section, the County will rely upon the accuracy of the information posted on this website. In

accordance with *Code of Virginia*, Section 2.2-4324 (D), as amended, for the purposes of this section, a Virginia person, firm or corporation shall be deemed to be a resident of Virginia if such person, firm or corporation has been organized pursuant to Virginia law or maintains a principal place of business within Virginia.

- b. In accordance with *Code of Virginia*, Section 2.2-4328, as amended, and Article 4, Section 2-47 of the County Code, in the case of a tie bid, the County may give preference to goods, services, and construction produced in the County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth of Virginia pursuant to *Code of Virginia*, Section 2.2-4324, as amended, or where goods are being offered, and existing price preferences have already been taken into account, preference shall be given to the bidder whose goods contain the greatest amount of recycled content. If no County or Commonwealth of Virginia preference is applicable, the tie shall be decided by lot.

29. **Proprietary Information:** *Code of Virginia*, Section 2.2-4342(F), as amended, states: "Trade secrets or proprietary information submitted by a bidder, offeror, or Contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or Contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." If the exemption from disclosure provided by *Code of Virginia*, Section 2.2-4342(F), as amended, is not properly invoked then the bids will be subject to disclosure pursuant to applicable law.

30. **Quality Expectation Statement:** The County, through its quality initiative, is a recognized leader in providing quality goods and services at the most effective cost possible. Therefore, the County fully expects, requires, and shall hold all Contractors, and all agents, staff, representatives, and subcontractors of the Contractor, responsible for, and accountable to, the highest quality standards of professional workmanship, goods and services. In the spirit of the County's total quality improvement initiative, the Contractor shall be expected to become a member of the team and perform or provide goods and services with a target of "zero defects – zero rework".

31. **References:** If requested, the bidder shall provide references which substantiate past work performance and experience in the type of work required for the contract. The County may contact all references furnished by bidders. The right is further reserved by the County to contact references other than, and/or in addition to, those furnished by the bidder.

32. **Safety:**

- a. The Contractor, its employees and subcontractors shall comply with all current applicable local, state and federal policies, regulations and standards relating to



occupational health and safety, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety Codes Commission of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the *Code of Virginia*/Virginia Occupational Safety and Health shall apply to all work under the contract. The Contractor shall provide, or cause to be provided, all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Contractor.

- b. The Contractor shall provide a supervisor at each job site who is competent, qualified, and authorized on the worksite, and who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor shall be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and shall be capable of ensuring compliance with all applicable safety and health regulations, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Contractor's employees from the work site.
  - c. Any activities of the Contractor determined to be hazardous by the County, shall be immediately discontinued by the Contractor upon receipt of either a written or verbal notice from the County to discontinue such activities.
  - d. If requested by the County Project Manager, the Contractor shall provide a written health and safety plan for the project prior to proceeding with work.
33. **Sensitive Information Handling:** Any information in the possession of the County which is specific to an employee, student, citizen, County business function, private business entity or other government entity which is not generally available to the public shall be designated Sensitive Information. Contract workers will under no circumstances remove Sensitive Information from County facilities. Any Sensitive Information which must reside temporarily on a hard drive or portable storage device (USB Key, CD ROM, memory card, etc.) for processing must remain within the County facility. No Sensitive Information may be remotely accessed by contract workers by dial in, VPN, web interface or other means without expressed consent of the County's department head, if any, and the specific entity's information systems technology department manager or director. In the event that the specific entity entering into the contract does not have an information systems technology department, then the consent must be obtained from the Chesterfield County Chief Information Officer, or his designee. Any access to County information by contract workers from outside the County intranet shall be in accordance with existing technology security policies and procedures. Contract worker network connected computer equipment will be subject to all applicable policies and procedures. Any exception to the application of these policies shall require approval by the specific entity's information systems technology department manager or director. In the event that the specific entity entering into the contract does not have an information systems technology department, then the approval must be obtained from the

Chesterfield County Chief Information Officer, or his designee.

34. **Taxes:** The County is exempt from payment of Federal Excise Tax and State and Local Sales and Use Tax on all tangible personal property purchased or leased by the County for its use or consumption. Tax exemption certification will be furnished upon request. Sales tax, however, is paid by the County on materials and supplies that are installed by a Contractor and become a part of real property. Contractors are not exempt from paying taxes on these materials and supplies, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid.
35. **Termination:** It shall be the sole right of the County to terminate the contract upon written notification to the Contractor.
36. **Termination for Breach or Non-Performance:** If the Contractor fails to perform the work promptly and diligently, or if the Contractor breaches the Contract in any other way, the County may:
- a. after providing the Contractor with 15 days written notice, supply any workmen, equipment or materials necessary to ensure that the work is performed promptly and diligently. The County may deduct the cost of supplying additional workmen, equipment or materials from payments due to the Contractor;
  - b. terminate the contract, enter upon the premises, take possession of all equipment, materials or appurtenances, and employ any person or persons to finish the work.

If the contract is terminated by the County, the Contractor shall not be entitled to receive any further payment from the County until completion of the work has occurred. After completion of the work, the County shall pay to the Contractor the amount of the unpaid balance due to the Contractor at the time the contract was terminated minus the cost incurred by the County to complete the work. If the cost incurred by the County to complete the work exceeds the unpaid balance due to the Contractor, the Contractor shall be due no money from the County and, instead, the Contractor shall pay to the County the difference between the unpaid balance due and the County's cost to complete the work.

37. **Vendor Rewards/Gift Programs:** It is the policy of the County not to participate in any rewards programs offered by vendors and not to accept any gifts or gift cards, or other rewards from vendors for purchases made by the County. If you customarily provide, or if you plan to provide, rewards programs, gifts or gift cards, or other rewards to your customers for purchases made by such customers, you must identify this fact in your bid and demonstrate in the bid how you have applied the value of such rewards to a reduction in the price of the goods and/or services being offered to the County.
38. **Waiver of One Breach Not Waiver of Others:** No waiver by the County or its agents or employees of any breach of this contract by the Contractor shall be construed as a waiver of any other or subsequent breach of the contract by the Contractor. All remedies provided by this contract are cumulative, and in addition to

each and every other remedy under the law.

### 39. Withdrawal of Bids

#### a. Withdrawal: Construction (*Code of Virginia* Section 2.2-4330, as amended)

- i. A bidder for a public construction contract, other than a contract for construction or maintenance of public highways, may withdraw its bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake in the bid, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or unintentional omission of a quantity of work, labor, or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may withdraw its bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid that shall be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.
- ii. The bidder shall give notice in writing to the Director of Purchasing of its claim of right to withdraw its bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice. The work papers, documents and materials shall, at the bidders request, be considered as trade secrets or proprietary information subject to compliance with the provisions of *Code of Virginia* Section 2.2-4342(F), as amended.
- iii. Within 5 business days, the County will notify the bidder in writing of its decision. If the County denies the withdrawal of a bid under the provisions of this section, or *Code of Virginia* Section 2.2-4330, as amended, it shall state in such notice the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder. At the same time that the notice is provided, the County will also return all work papers and copies thereof to the bidder.

#### b. Withdrawal: Other than Construction

A bidder for a public contract may request withdrawal of its bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or unintentional omission of a quantity of work, labor, or material made directly in the compilation of the bid

which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of work papers, documents or materials used in the preparation of the bid sought to be withdrawn. If a bid contains both clerical and judgment mistakes, a bidder may request withdrawal of its bid from consideration if the price bid would have been substantially lower than the other bids due solely to the clerical mistake, that was an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid which shall be clearly shown by objective evidence drawn from inspection of work papers, documents or materials used in the preparation of the bid sought to be withdrawn. Such notice shall be sent to the Purchasing Department prior to award. The work papers, documents and materials shall, at the bidders request, be considered as trade secrets or proprietary information subject to compliance with the provisions of *Code of Virginia* Section 2.2-4342(F), as amended.

**B. SPECIAL TERMS AND CONDITIONS**

**1. Access to County Property:** Access to the County's property shall be as follows:

Access to the County's property shall be coordinated by contacting: Stacey Arnold, Grounds Supervisor of Buildings and Grounds, at (804) 432-4535;

Access to the County's school and park property's shall be coordinated by contacting: Margie Bryan, Parks and Recreation, Construction and Maintenance, at (804) 751-4322.

- 2. Acceptance of Goods/Services:** The goods and/or services delivered under a resulting contract shall remain the property of the Contractor until a physical inspection is made, and thereafter accepted to the satisfaction of the County. In the event the goods and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon notice (verbal or in writing) to the Contractor and return goods to the Contractor at the Contractor's expense.
- 3. Acceptance of Purchasing Card:** Chesterfield County is working to streamline procedures for procuring and paying for small dollar goods and services. One method now being put to use throughout the County is the use of a Purchasing Card. Bidders responding to this solicitation should note that acceptance of payment by the Purchasing Card may become mandatory during the term of the contract. Should the County decide to expand the use of the Purchasing Card, vendors receiving an award under this solicitation will have 90 days after receipt of such notice to make the necessary arrangements to be in the position to accept the Purchasing Card.
- 4. Acceptance Period of Bids:** All bids submitted shall be binding for sixty (60) calendar days following bid opening date. The sixty (60) calendar day acceptance period may be extended by mutual consent of both parties.
- 5. Condition of Items:** All materials used for the manufacture or construction of supplies, materials, or equipment covered by this solicitation shall be new. Unless

otherwise provided in the solicitation, products bid must be new, the latest model, the best quality, and the highest grade workmanship.

- 6. Contact with Students:** As required by *Code of Virginia*, Section 22.1-296.1, as amended, Bidders who will provide services that will place Contractor or Contractor's employees in direct contact with students on school property during regular school hours or during school-sponsored activities, shall certify, by signing and submitting their bid or proposal, that none of the individuals who will perform the work under the contract have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

**7. Contract Term/Contract Renewal/Contract Extension**

a. Contract Term

The initial term of this contract shall be effective from date of award through November 30, 2017.

b. Contract Renewal (requirements contract based on unit prices)

This contract may be renewed by the County for four (4) successive one year periods under the terms and conditions of the original contract except as stated in subsections a and b below. Price increases may be negotiated only at the time of renewal. Upon a determination by the County to renew this contract for an additional term, written notification will be given to the Contractor.

- i. If the County elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased by more than the percentage increase of the Gardening and Lawncare Services category of the All Urban Consumers section of the Consumer Price Index (CPI-U) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be the following: <http://www.bls.gov/cpi>
- ii. If during any subsequent renewal periods, the County elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased by more than the percentage increase of the Gardening and Lawncare Services category of the All Urban Consumers section of the Consumer Price Index (CPI-U) of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. The source for this index shall be the following: <http://www.bls.gov/cpi>

c. Contract Extension

The County has the right to extend this contract for up to one hundred eighty (180) days following any term on the contract.

- 8. Contractor Representative:** The Contractor shall provide the name and telephone number of the project manager/supervisor for this contract in the space provided on the Bid Form. The manager/supervisor shall be available by cellular phone during working hours which are defined as: Monday through Friday, 8:00 a.m. to 5:00 p.m.
- 9. Cooperative Procurement:** This procurement is being conducted by Chesterfield County in accordance with the provisions of *Code of Virginia*, Section 2.2-4304, as amended. If agreed to by the Contractor, other public bodies may utilize this contract, except for 1) contracts for architectural and engineering services; or, 2) construction contracts. The Contractor shall deal directly with any public body it authorizes to use the contract. Chesterfield County, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Chesterfield contract. Chesterfield County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.
- 10. Defective Products/Parts:** The Contractor shall be responsible for the pick-up/return of any defective products/parts. The defective item shall be replaced with the same item, at no charge to the County, and shall ship immediately upon notification and not wait for the defective product/part pick-up/return. All costs associated with pick-up/return and delivery of replacement products/parts shall be the responsibility of the Contractor.
- 11. Delivery of Services – Routine Requests:** The Contractor shall be required to respond to routine requests for service within forty-eight hours (48) hours of receipt of the request. A return call from the Contractor acknowledging the request and scheduling (1) a site visit for reviewing and estimating the work or (2) scheduling the work, will be considered an acceptable response.
- 12. Delivery of Services – Emergency Requests:** The County will, during the course of the contract, make emergency requests of the Contractor which may require immediate response. Upon receipt of an emergency request for services the Contractor will be required to have a work crew on site within two (2) hours of receipt of the emergency request. The Contractor shall be on a twenty-four (24) hour call for emergency situations which may arise.
- 13. Discrepancies:** The Contractor shall immediately report to the County, in writing, any discrepancies found between the contract documents and site conditions or any alleged inconsistencies or ambiguities in the contract documents. The County will promptly address such alleged inconsistencies or ambiguities in writing. Work done by the Contractor after the discovery of such discrepancies, inconsistencies or ambiguities shall be done at the Contractor's risk.

**14. Environmental Management System Procedures:** Environmental Management Procedures: The Contractor shall follow all federal, state and local environmental and safety laws and regulations. Chesterfield County's General Services - Environmental Division maintains an Environmental Management System (EMS) that is fully compliant with the ISO 14001 standard. The Bidder shall review and comply with the Contractor Environmental Guidelines (ENVMGT.FORM.0011) and Environmental Policy accessible at [www.chesterfield.gov/purchasing](http://www.chesterfield.gov/purchasing). The Contractor shall work with the county Project Manager to manage and control those activities that may cause a significant environmental impact or safety hazard. Bid pricing shall include all costs associated with controls, permits and training to ensure regulatory compliance and to protect human health and the environment.

**15. Final Inspection:** At the conclusion of the work, the Contractor shall demonstrate to the County's authorized representative that the work is fully operational and in compliance with contract specifications and codes. After the final inspection is conducted, the County shall provide the Contractor with a punch list that the Contractor shall complete. Deficiencies will be promptly and permanently corrected prior to final acceptance of the work, and shall be the full responsibility of the Contractor

**15. Guarantee of Work:** All materials and workmanship shall be guaranteed for a period of twelve (12) months after final acceptance by the County and repairs necessary shall be made by the Contractor at his expense.

**16. Insurance Requirements:** The Contractor and insurance company should carefully review the insurance requirements set forth below. The Contractor shall furnish a copy of a certificate of insurance in accordance with the requirements before the County will execute a contract. The Contractor shall be responsible for maintaining current certificates of insurance on file with the County. The certificate of insurance does not need to accompany the bid.

The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the County from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors, or by anyone for whose acts any of them may be liable. The insurance coverages shall be such as to fully protect the County, the Consulting Professional (if applicable) and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces as enumerated above.

The Contractor shall furnish insurance in satisfactory limits, and on forms and of companies that are acceptable to the County's Attorney and/or Risk Management Director and shall require and show evidence of insurance coverages on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this contract. All insurance carriers shall waive any and all subrogation against the County, and it shall be the responsibility of the Contractor/the Contractor's insurance professional to ensure compliance with this requirement.

The Contractor's insurance coverage shall be primary and non-contributory to any program of insurance or self-insurance that the County may or may not have in force, and the insurance required hereunder shall not be interpreted to relieve the Contractor of any obligations under the contract. The Contractor shall remain fully liable for all deductibles and amounts in excess of the coverage actually realized.

The Contractor shall maintain during the initial term and any additional terms of this contract the following equivalent coverage and minimum limits:

- a. Commercial General Liability: \$1,000,000 Combined Single Limit per occurrence. Coverage must be Broad Form and include Products & Completed Operations, Bodily Injury, Property Damage and Contractual Liability.
- b. Business Automobile Liability: \$1,000,000 Combined Single Limit per occurrence. Coverage should include all owned, hired and non-owned automobiles.
- c. Workers' Compensation: Virginia Statutory limits including Employers Liability limits of \$100,000 each accident, \$100,000 each disease-each employee, and \$500,000 policy limit.
- d. Umbrella Liability in excess of Commercial General Liability and Automobile Liability: \$2,000,000 per occurrence and in the aggregate. Such umbrella or excess policy shall provide substantially the same coverage as the underlying Commercial General Liability (including the County as an additional insured), Business Automobile Liability or Employers' Liability insurance and shall expressly provide that the umbrella or excess liability will drop down over a reduced or exhausted aggregate limit of the underlying insurance.

An insurance certificate shall be provided as evidence of the required insurance. The insurance certificate:

- e. Must reflect that the Commercial General Liability policy names Chesterfield County Public Schools, the County of Chesterfield, their officers, employees, and agents, as an additional insured by endorsement to the policy or as required by contract.

Additional insured status applies to all work of the named insured performed on behalf of Chesterfield County Public Schools and the County of Chesterfield for this policy period.

- a. Must reflect that the policies are endorsed to require no less than 30 days' notice of cancellation or other change in coverage to the County;
- b. Must have an authorized signature;
- c. The Certificate Holder should be listed as:

Chesterfield County  
c/o Purchasing Department  
P.O. Box 51  
Chesterfield, VA 23832-0001



**17. Licenses, Permits, and Fees:** All bids submitted shall have included in the price the cost of any business and professional licenses, permits, or fees required by Chesterfield County or the Commonwealth of Virginia.

**18. Manufacturer Direct Replacement and/or Discontinued Equipment/Parts:** During the contract, Chesterfield County shall be notified promptly of any manufacturer's discontinued or direct replacement equipment/parts. The Contractor shall be responsible for equipment/parts replacement suggestions to the County when equipment/parts have been discontinued by the manufacturer. Replacement equipment/parts for discontinued equipment/parts shall be furnished at the contract price, and Chesterfield County will be the sole authority to accept or reject suggested replacement equipment/parts.

**19. Materials and Workmanship:** The Invitation for Bid describes the character and features of the best possible materials and workmanship required to perform the work. It is understood that the contract includes any and all work that may be necessary to connect the work done with the adjoining work in a proper and workmanlike manner.

**20. Negotiating Contract Reductions:** The County reserves the right, at any time during the contract term or any extension of the term, to renegotiate with the Contractor a reduction in the compensation paid to the Contractor that is less than the compensation initially agreed to by the Contractor and the County at the time of contract execution/issuance of the purchase order. The County may initiate such negotiations whenever the County determines that it is in the County's best fiscal interests to do so. Notwithstanding any other provision of this contract/purchase order to the contrary; the County may terminate the contract/purchase order immediately and without penalty if the County is unable to renegotiate the compensation with the Contractor to an amount which the County determines to be appropriate.

**21. Responsibility of Bidder:** The bidder should carefully and thoroughly examine the job site and conditions, the quality of materials and workmanship required for the work, and review the entire Invitation for Bid document before submitting a bid. Claims, as a result of failure to inspect the job site and all Invitation for Bid documents, will not be considered by the County.

**22. Requirements Contracts:** Quantities set forth in solicitations seeking a source of supply for requirements contracts for goods and/or services are estimates only. No guarantee or warranty is given or implied by Chesterfield County as to any minimum or total amount that may be purchased from any resulting contracts. The Contractor shall supply at bid prices actual quantities as ordered, regardless of whether such quantities are more or less than those set forth in the solicitation and/or the pricing schedule.

In the event that a requirements contract is awarded for goods and/or services, the County reserves the right to bid individual bulk purchases if the County deems it will best serve their interest.

**23. Subcontracts:** No portion of the work shall be subcontracted without prior written

consent of the County. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the County the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract and compliance with applicable General Terms and Conditions (including, without limitation, the non-discrimination and drug-free workplace provisions).

**24. Time and Materials Contracts:** Under this time and materials contract, the Contractor shall furnish the County with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the Contractor's hourly rates specified in the contract, and the total material cost. Material costs shall be billed at Contractor's actual invoice costs (upon request, Contractor shall furnish copies of all invoices for materials), or discount off the list price, whichever is specified in the contract. If the County determines that the estimated price is not fair and reasonable, the County has the right to ask the Contractor to reevaluate the estimate. If the revised estimate is determined not to be fair and reasonable, the County reserves the right to obtain additional quotes from other vendors.

A purchase order will be issued to the Contractor, as the authority to proceed with the work, which will incorporate the Contractor's estimate and the terms and conditions of the contract. The Contractor and his/her personnel shall log in with the designated County representative each day before and after work to confirm labor hours.

**25. Use of Premises and Removal of Debris:** The Contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by the operations. The Contractor shall maintain all access roads and walks clear of debris, materials and equipment during the course of the work. All streets, drives, walks, fences, trees, poles, antennae and the like where disturbed, removed or damaged shall be replaced, returned or repaired such that the facility and its appurtenances are left in the same condition after completion of the work as it was before operations began.

Debris shall be disposed of by the end of every working day and not stockpiled. Beverage cans, bottles, lunch refuse, cigarette debris, etc. will not be tolerated on the job site except by immediate and proper removal of the same on a daily basis. At the completion of the work, the Contractor shall remove all waste materials and rubbish from and about the project site as well as all tools, construction equipment, machinery and surplus materials. The County does not supply trash containers for debris disposal.

**26. Warranty (Goods and Services):** The Contractor agrees that the goods or services furnished under any contract resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to, and do not limit those available to the County by any other clause of this solicitation.

**27. Worksite Damages:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of the contract shall be repaired, to the County's satisfaction, at the Contractor's expense.

## VI. BID FORM

### A. BASIS OF AWARD

Award will be made to the lowest responsive and responsible bidder(s) by Lot or Grand Total Bid basis. If it becomes necessary to delete items from the Pricing Schedule, the award will be based on the remaining items within the Lot or the Grand Total. Bidders shall bid on all locations within a Lot to be considered for award of that Lot and/or Bidders shall bid on all locations of each lot in order to be considered for award on a Grand Total Bid basis.

### B. PRICING SCHEDULE

The bidder agrees to furnish the goods/services as specified herein, and in compliance with the terms and conditions of this Invitation for Bids at the following price(s):

LOT 1 - District I Locations; Manger, Johnna Casey, 804-530-2459

Item No.	Location	System	Description	No. of Zones per location	Total Amount
a.	Elizabeth Davis Middle School, Field 1	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
b.	Ettrick Park, Field 4	TORO 640	Spring Start Up	6	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
c.	Marguerite Christian Elementary School, Field 2	TORO 640	Spring Start Up	12	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
d.	Matoaca Park, Field 4	TORO 640	Spring Start Up	6	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
e.	R. Garland Dodd Park, Fields 3 – 7	TORO 640	Spring Start Up	24	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
TOTAL LOT 1 – DISTRICT I					\$

LOT 2 - District II Locations; Manger, Calvin Edens, 804-318-8205

Item No.	Location	System	Description	No. of Zones per location	Total Amount
a.	Falling Creek Middle School, Field 2	TORO 640	Spring Start Up	9	\$
			Back Flow Testing		\$
			Fall Shut Down		\$

LOT 2 – District II locations continued					
Item No.	Location	System	Description	No. of Zones per location	Total Amount
b.	Harry G. Daniel Park, Fields 1 – 4	TORO 640	Spring Start Up	36	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
c.	Harry G. Daniel Park, Fields 12 & 13	TORO 640	Spring Start Up	10	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
d.	Harry G. Daniel Park, Fields 15 – 20	TORO 640	Spring Start Up	38	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
e.	Harry G. Daniel Park, Clay Tennis Court	RPS K rain heads Hunter Pro C controller	Spring Start Up	1	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
TOTAL LOT 2 - DISTRICT II					\$

LOT 3- District III Locations; Manger, Ken Jenkins, 804-276-6661

Item No.	Location	System	Description	No. of Zones per location	Total Amount
a.	A. M. Davis Elementary School, Fields 2 & 3	TORO 640	Spring Start Up	16	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
b.	Chalkley Elementary School, Field 3	TORO 640	Spring Start Up	10	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
c.	Crenshaw Elementary School, Field 4	TORO 640	Spring Start Up	9	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
d.	Gordon Elementary School, Field 2 (back flow only, above ground)	n/a	Back Flow Testing only	0	\$
e.	Manchester Middle School, Field 4	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
f.	Manchester Middle School, Field 5	TORO 640	Spring Start Up	6	\$
			Back Flow Testing		\$
			Fall Shut Down		\$

LOT 3 – District III locations continued					
Item No.	Location	System	Description	No. of Zones per location	Total Amount
g.	Monacan High School, Fields 1 – 3	TORO 640	Spring Start Up	20	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
h.	Providence Middle School, Field 6	TORO 640	Spring Start Up	7	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
i.	Providence Middle School, Fields 1 – 3	TORO 640	Spring Start Up	30	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
j.	Rockwood Park, Lower Dog Park	TORO 640	Spring Start Up	1	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
k.	Rockwood Park, Upper Dog Park	TORO 640	Spring Start Up	1	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
l.	Rockwood Park, Arboretum	TORO 640	Spring Start Up	6	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
TOTAL LOT 3 - DISTRICT III					\$

**LOT 4 - District IV Locations; Manger, Ray Sutton, 804-323-1700**

Item No.	Location	System	Description	No. of Zones per location	Total Amount
a.	Bettie Weaver Elementary School, Fields 1 & 2	TORO 640	Spring Start Up	21	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
b.	Greenfield Elementary School, Fields 6 & 7	TORO 640	Spring Start Up	12	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
c.	Huguenot Park, Fields 1 – 3	TORO 640	Spring Start Up	36	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
d.	Midlothian Middle School, Field 1	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$

LOT 4 – District IV locations continued					
Item No.	Location	System	Description	No. of Zones per location	Total Amount
e.	Midlothian Middle School, Field 3	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
f.	Robious Elementary School, Fields 1 – 5	TORO 640	Spring Start Up	28	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
g.	Robious Middle School, Rear Soccer Fields 6 – 9	TORO 640	Spring Start Up	12	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
h.	Watkins Elementary School, Baseball Field 2	TORO 640	Spring Start Up	9	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
i.	Watkins Elementary School, Soccer Field 4	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
j.	James River High School, Field 9	TORO 640	Spring Start Up	12	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
k.	Tomahawk Creek Middle School, Field 1-2	TORO 640	Spring Start Up	18	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
l.	Tomahawk Creek Middle School, Field 5	TORO 640	Spring Start Up	9	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
TOTAL LOT 4 - DISTRICT IV					\$

**LOT 5 - District V Locations; Manger, Jeff Rogers, 804-639-8004**

Item No.	Location	System	Description	No. of Zones per location	Total Amount
a.	Alberta Smith Elementary School, Field 4	TORO 640	Spring Start Up	7	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
b.	Bailey Bridge Middle School, Soccer Field	TORO 640	Spring Start Up	6	\$
			Back Flow Testing		\$
			Fall Shut Down		\$

LOT 5 – District V locations continued					
Item No.	Location	System	Description	No. of Zones per location	Total Amount
c.	Manchester High School, Field 2	TORO 640	Spring Start Up	7	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
d.	Spring Run Elementary School, Field 4	TORO 640	Spring Start Up	7	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
e.	Swift Creek Middle School, Field 4	TORO 640	Spring Start Up	6	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
f.	Woodlake Athletic Complex, Fields 1 – 4	TORO 640	Spring Start Up	36	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
g.	Woolridge Elementary School, Field 4	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
h.	Grange Hall Elementary School	TORO 640	Spring Start Up	10	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
i.	Chesterfield Technical Center at Hull Street	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
j.	Watkins Annex	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
TOTAL LOT 5 - DISTRICT V					\$

LOT 6 - District VI Locations; Manger, Billy Cooke, 804-717-6158

Item No.	Location	System	Description	No. of Zones per location	Total Amount
a.	Carver Middle School, Field 1	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
b.	Goyne Park, Field 1	TORO 640	Spring Start Up	12	\$
			Back Flow Testing		\$
			Fall Shut Down		\$



LOT 6 – District VI locations continued					
Item No.	Location	System	Description	No. of Zones per location	Total Amount
c.	Goyne Park, Field (in front of park)	n/a	Back Flow Testing	0	\$
					\$
					\$
d.	Harrowgate Park, Field 4	TORO 640	Spring Start Up	6	
			Back Flow Testing		
			Fall Shut Down		
d.	L C Bird High School, Fields 4 – 6 (back flow only, above ground)	n/a	Back Flow Testing	0	\$
e.	Salem Church Middle School, Field 6	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
f.	Thomas Dale 9th Grade Campus, Soccer Field 1	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
g.	Chesterfield Fairgrounds – by skid pad	n/a	Back Flow Testing	0	\$
h.	Carver College Career Academy	TORO 640	Spring Start Up	8	\$
			Back Flow Testing		\$
			Fall Shut Down		\$
TOTAL LOT 6 - DISTRICT VI					\$

#### LOT 7 – Building & Grounds, Sheriff's facilities

Item No.	Location	System	Description	No. of Zones per location	Total Amount
a.	Courts Building	HUNTER	Spring Start Up	31	\$
			Fall Shut Down		\$
b.	Magnolia Grange	TORO	Spring Start Up	6	\$
			Fall Shut Down		\$
c.	Information Systems Technology	TORO	Spring Start Up	19	\$
			Fall Shut Down		\$

LOT 7 – District V locations continued					
Item No.	Location	System	Description	No. of Zones per location	Total Amount
d.	Rogers Building/Mental Health	TORO	Spring Start Up	24	\$
			Fall Shut Down		\$
e.	Government Center Parkway	HUNTER I-CORE	Spring Start Up	36	\$
			Fall Shut Down		\$
f.	Jail	TORO IRRITROL	Spring Start Up	24	\$
			Fall Shut Down	7	\$
g.	Juvenile Court	TORO	Spring Start Up	62	\$
			Fall Shut Down		\$
h.	Chester Library	TORO	Spring Start Up	4	\$
			Fall Shut Down		\$
i.	Historic Courthouse	HUNTER	Spring Start Up	2	\$
			Fall Shut Down		\$
j.	Community Corrections	TORO	Spring Start Up	6	\$
			Fall Shut Down		\$
TOTAL LOT 7 – DISTRICT VII					\$
GRAND TOTAL (LOTS 1 thru 7)					\$

### HOURLY RATES

If its determined service is needed above the maintenance of the systems as indicated above, the following hourly rates will be used during the contract term. The hourly rates shall be all inclusive to cover all overhead, mileage, travel, etc.

Time	Hourly Rates Description	Hourly Rate (for one hour of work)
Regular Time	Technician	\$
Regular Time	Helper	\$
Overtime	Technician	\$
Overtime	Helper	\$
Holiday	Technician	\$
Holiday	Helper	\$

Overtime: Any overtime is to be approved in advance by appropriate County staff. Regular time will be considered 8 hours or less per day. Overtime rates will not be effective until eight (8) hours per day have been worked.

Holidays: Chesterfield County will consider the following holidays as dates for which the holiday rate will be paid: Lee Jackson Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.

### C. DELIVERY/TIME OF PERFORMANCE

1. Bidders are required to state the time of proposed service after receipt of order. Unless otherwise specified, bid the earliest delivery/service response time possible.
2. Bidders **MUST** insert a definitive time frame IN CALENDAR DAYS, within which delivery/completion will be made after receipt of order (ARO). **INDEFINITE TERMS SUCH AS "PROMPTLY", "STOCK", "AS SOON AS POSSIBLE", "APPROXIMATELY", ETC., WILL NOT BE GIVEN CONSIDERATION. THE FAILURE OF A BIDDER TO PROVIDE A DEFINITE DELIVERY TIME WILL RESULT IN THE BID BEING REJECTED AS NONRESPONSIVE IN ITS ENTIRETY OR, WHEN APPLICABLE, FOR THE ITEM SPECIFIED.**

Delivery/service in calendar days \_\_\_\_\_ after receipt of order.

### D. ADDENDA

Bidder hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this Invitation for Bids:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

### E. BUSINESS CLASSIFICATION

Bidders are requested to provide the following information to Chesterfield County regarding their business. This information is for statistical purposes and, except in the case of tie bids, all firms submitting bids will receive equal consideration (refer to Clause 6 of the General Terms and Conditions). Bidder shall indicate whether they are classified as a:

Minority-Owned Business: Yes ☐ No ☐

Women-Owned Business: Yes ☐ No ☐

Chesterfield Business: Yes ☐ No ☐

Small Business: Yes ☐ No ☐

Service Disabled Veteran-Owned Business: Yes ☐ No ☐

**F. BIDDER'S CHECKLIST**

This checklist is provided to assist bidders in submitting a responsive bid and may not be inclusive of all solicitation requirements. Bidders are expected to carefully read the entire solicitation and verify that the following issues have been addressed prior to submission of a bid:

Provide completed cover page to include signature.

Provide completed Bid Form.

Provide completed Attachment A.

**G. VIRGINIA CONTRACTOR LICENSE NUMBER** (*Code of Virginia*, Section 54.1-1100, as amended)

Contractors that for a fixed price, commission, fee, or percentage undertake to bid upon, or accepts, or offers to accept, orders or contracts for performing, managing, or superintending in whole or in part, the construction, removal, repair or improvement of any building or structure permanently annexed to real property owned, controlled, or leased by him or another person or any other improvement to such real property, are required to hold a business license issued by the Virginia Board for Contractors, phone (804)367-8511. If a bidder shall fail to obtain the required license prior to submission of a bid, the bid shall not be considered. **Bidder shall insert Contractor license number and specialty in the space provided below.**

Class of License Definitions:

Class A Contractor – perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is \$120,000 or more, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12-month period is \$750,000 or more.

Class B Contractor – perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is \$10,000 or more, but less than \$120,000, or (ii) the total value of all such construction, removal, repair or improvements undertaken by such person within any 12-month period is \$150,000 or more, but less than \$750,000.

Class C Contractor – perform or manage construction, removal, repair, or improvements when (i) the total value referred to in a single contract or project is over \$1,000 but less than \$10,000, or (ii) the total value of all such construction, removal, repair, or improvements undertaken by such person within any 12-month period is less than \$150,000. The Board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning Contractors.

The Contractor license shall have the appropriate specialty classification that is

predominant for the respective work.

The Contractor is required to possess a Class B Contractor's Business License for this project.

Provide Contractor license number below:

Class A Virginia Contractor Registration No. \_\_\_\_\_

Class B Virginia Contractor Registration No. \_\_\_\_\_

Classification/Specialty: \_\_\_\_\_

#### **H. CONTRACTOR'S REPRESENTATIVE**

Please furnish the name(s) of a contact person, address, telephone, fax number, and email address for placing orders:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone (voice): \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### **I. CONTRACTOR'S REPRESENTATIVE – Project Manager/Supervisor:**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone (voice): \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### **J. PAYMENT TERMS**

If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered, payment shall be made thirty (30) days after receipt of an accurate invoice by the County.

Our terms are: \_\_\_\_\_

#### **K. BIDDER DATA**

QUALIFICATIONS OF BIDDER: Firms shall have the capability in all respects to perform fully the contract requirements and the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and credit which will assure good faith

performance of the contract to the satisfaction of the County.

Indicate the length of time you have been in business as a company providing the type of good(s) and/or service(s) required for this contract.

\_\_\_\_\_ years      \_\_\_\_\_ months

Provide a minimum of three (3) references that will substantiate past work performance and experience in the type of work required for this contract.

Company Name, Address, Phone Number and Contact Person's Name and Email Address:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ATTACHMENT A - Virginia State Corporation Commission (SCC) Registration Information**

**The bidder shall check one of the following. The bidder is:**

☐ a corporation or other business entity with the following SCC identification number:

\_\_\_\_\_ **-OR-**

☐ not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

☐ an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids. No award shall be issued to a bidder who fails to provide the required information unless a waiver of these requests is granted by the chief executive of the local governing body (the County reserves the right to determine in its sole discretion whether to allow such waivers): ☐

## **ATTACHMENT B**

Parks and School locations (Districts I – VI)



**District I Locations**      **Manager, Johnna Casey**      **Office – 530-2459**

<b>SITE</b>	<b>ADDRESS</b>	<b>NO. OF ZONES</b>	<b>SYSTEM</b>
Elizabeth Davis Middle School, Field 1	601 Corvus Court Chester, VA 23836	8	TORO 640
Ettrick Park, Field 4	20621 Woodpecker Road Ettrick, VA 23803	6	TORO 640
Marguerite Christian Elementary School, Field 2	14801 Woods Edge Road South Chesterfield, VA 23834	12	TORO 640
Matoaca Park, Field 4	19900 Halloway Avenue Matoaca, VA 23803	6	TORO 640
R Garland Dodd Park, Fields 3-7	201 Enon Church Road Chester, VA 23836	24	TORO 640

**District II Locations**      **Manager, Calvin Edens**      **Office - 318-8205**

<b>SITE</b>	<b>ADDRESS</b>	<b>NO. OF ZONES</b>	<b>SYSTEM</b>
Falling Creek Middle School, Field 2	4724 Hopkins Road, North Chesterfield, VA 23234	9	TORO 640
Harry G. Daniel Park, Fields 1 – 4	6600 White Pine Road North Chesterfield, VA 23237	36	TORO 640
Harry G. Daniel Park, Fields 12 & 13	6600 White Pine Road North Chesterfield, VA 23237	10	TORO 640
Harry G. Daniel Park, Fields 15 – 20	6600 White Pine Road North Chesterfield, VA 23237	38	TORO 640
Harry G. Daniel Park, Clay Tennis Court	6600 White Pine Road North Chesterfield, VA 23237	1	RPS K rain heads Hunter Pro C controller

**DISTRICT III LOCATIONS    Manager, Ken Jenkins        Office – 276-6661**

<b>SITE</b>	<b>ADDRESS</b>	<b>NO. OF ZONES</b>	<b>SYSTEM</b>
AM Davis Elementary School, Fields 2 & 3	415 South Providence Road, North Chesterfield, VA 23236	16	TORO 640
Chalkley Elementary School, Field 3	3301 Turner Road Chesterfield, VA 23832	10	TORO 640
Crenshaw Elementary School, Field 4	11901 Bailey Bridge Road Midlothian, VA 23112	9	TORO 640
Gordon Elementary School, Field 2 (back flow only, above ground)	11701 Gordon School Road North Chesterfield VA 23236	Backflow only	
Manchester Middle School, Field 4	7401 Hull Street Road North Chesterfield, VA 23235	8	TORO 640
Manchester Middle School, Field 5	7401 Hull Street Road North Chesterfield, VA 23235	6	TORO 640
Monacan High School, Fields 1 – 3	11501 Smoketree Drive North Chesterfield, VA 23236	20	TORO 640
Providence Middle School, Field 6	900 Starlight Lane North Chesterfield, VA 23235	7	TORO 640
Providence Middle School, Fields 1 – 3	900 Starlight Lane North Chesterfield, VA 23235	30	TORO 640
Rockwood Park, Lower Dog Park	3401 Courthouse Road North Chesterfield, VA 23236	1	TORO 640
Rockwood Park, Upper Dog Park	3401 Courthouse Road North Chesterfield, VA 23236	1	TORO 640
Rockwood Park, Arboretum	3401 Courthouse Road North Chesterfield, VA 23236	6	TORO 640

**DISTRICT IV LOCATIONS      Manager, Ray Sutton      Office – 323-1700**

<b>SITE</b>	<b>ADDRESS</b>	<b>NO.OF ZONES</b>	<b>SYSTEM</b>
Bettie Weaver Elementary School, Fields 1 & 2	3600 James River Road Midlothian, VA 23113	21	TORO 640
Greenfield Elementary School, Fields 6 & 7	10751 Savoy Road North Chesterfield, VA 23235	12	TORO 640
Huguenot Park, Fields 1 – 3	10901 Robious Road North Chesterfield, VA 23235	36	TORO 640
Midlothian Middle School, Field 1	13501 Midlothian Turnpike Midlothian, VA 23113	8	TORO 640
Midlothian Middle School, Field 3	13501 Midlothian Turnpike Midlothian, VA 23113	8	TORO 640
Robious Elementary School, Fields 1 - 5	2801 Robious Crossing Drive Midlothian, VA 23113	28	TORO 640
Robious Middle School, Rear Soccer Fields 6- 9	2701 Robious Crossing Drive Midlothian, VA 23113	12	TORO 640
Watkins Elementary School, Baseball Field 2	501 Coalfield Road Midlothian, VA 23114	9	TORO 640
Watkins Elementary School, Soccer Field 4	501 Coalfield Road Midlothian, VA 23114	8	TORO 640
James River High School, Field 9	3700 James River Road Midlothian, VA 23112	12	TORO 640
Tomahawk Creek Middle School, Field 1 – 2	1600 Learning Place Loop Midlothian, VA 23114	18	TORO 640
Tomahawk Creek Middle School, Field 5	1600 Learning Place Loop Midlothian, VA 23114	9	TORO 640

**DISTRICT V LOCATIONS     Manager, Jeff Rogers****Office - 639-8004**

<b>SITE</b>	<b>ADDRESS</b>	<b>NO. OF ZONES</b>	<b>SYSTEM</b>
Alberta Smith Elementary School, Field 4	13200 Bailey Bridge Road Midlothian, VA 23112	7	TORO 640
Bailey Bridge Middle School, Soccer Field	12501 Bailey Bridge Road Midlothian, VA 23112	6	TORO 640
Manchester High School, Field 2	12601 Bailey Bridge Road Midlothian, VA 23112	7	TORO 640
Spring Run Elementary School, Field 4	13901 Spring Run Road Midlothian, VA 23112	7	TORO 640
Swift Creek Middle School, Field 4	13800 Genito Road Midlothian, VA 23112	6	TORO 640
Woodlake Athletic Complex, Fields 1 – 4	5700 Woodlake Village Parkway Midlothian, VA 23112	36	TORO 640
Woolridge Elementary School, Field 4	5401 Timber Bluff Parkway Midlothian, VA 23112	8	TORO 640
Grange Hall Elementary School	19301 Hull Street Road Moseley, VA 23120	10	TORO 640
Chesterfield Technical Center at Hull Street	13900 Hull Street Road, Midlothian VA 23112	8	TORO 640
Watkins Annex	13801 Westfield Road Midlothian, VA 23113	8	TORO 640

**DISTRICT VI LOCATIONS**      **Manager, Billy Cooke**      **Office 717-6158**

<b>SITE</b>	<b>ADDRESS</b>	<b>NO. OF ZONES</b>	<b>SYSTEM</b>
Carver Middle School, Field 1	3800 Cougar Trail Chester, VA 23831	8	TORO 640
Goyne Park, Field 1	5300 Ecoff Road Chester, VA 23831	12	TORO 640
Goyne Park (in front of park)	5300 Ecoff Road Chester, VA 23831	Backflow only	
Harrowgate Park, Field 4	4000 Cougar Trail Chester, VA 23831	6	TORO 640
L C Bird High School, Fields 4 – 6 (back flow only, above ground)	10301 Courthouse Road Chesterfield, VA 23832	Backflow only. (Currently inactive).	
Salem Church Middle School, Field 6	9700 Salem Church Road North Chesterfield, VA 23237	8	TORO 640
Thomas Dale 9 <sup>th</sup> Grade Campus, Soccer Field 1	3900 West Hundred Road Chester, VA 23831	8	TORO 640
Chesterfield Fairgrounds – by skid pad	10300 Courthouse Rd, Chesterfield, VA 23832	Backflow only	
Carver College Career Academy	1200 Branders Bridge Road Chester, VA 23831	8	Toro 640

**ATTACHMENT C**

**Buildings & Grounds and Sherriff's locations (District VII)**

**DISTRICT VII LOCATIONS****Stacey Arnold, Office 318-8608**

<b>SITE</b>	<b>ADDRESS</b>	<b>NO. OF ZONES</b>	<b>SYSTEM</b>	<b>BACKFLOW W/DEVICES</b>
Courts Building	9500 Courthouse Road Chesterfield, VA 23832	31	Hunter	2" RP (Reduced pressure)
Magnolia Grange	10020 Iron Bridge Road Chesterfield, VA 23832	6	Toro	1" RP
Information Systems Technology	6600 W. Krause Road Chesterfield, VA 23832	19	Toro	1.5" RP
Rogers Building/Mental Health	6801 Lucy Corr Court Chesterfield, VA 23832	24	Toro	1.5" RP
Government Center Parkway	On Government Center Parkway – Large Field	36	Hunter I-Core	1.5 RP
County Jail to include the following: Front Outside Building Inside Court Area (Phone Room)	6900 Mimms Drive Chesterfield, VA 23832	24 7	Toro Irritrol	1" RP
Juvenile Court	7000 Lucy Corr Boulevard Chesterfield, VA 23832	62	Toro	2" RP
Chester Library	Centre Street Chester, VA 23831	4	Toro	1" RP
Historic Courthouse	Ironbridge Road – adjacent to 5 Story Administration Building	2	Hunter	1" PVB Pressure Vacuum Breaker
Community Corrections	10111 Krause Road Chesterfield, VA 23832	6	Toro	1" RPZ 975XL, Wilkins